

2023-25 Shoreline Planning Competitive Grant Frequently Asked Questions

General questions

Who is the best contact for questions?

- Assistance with project proposals: Your Ecology regional shoreline planner. Find your assigned planner on Ecology's [Shoreline management contacts page](#).¹
- EAGL application process: Amy Krause, amy.krause@ecy.wa.gov or 360-742-7789.
- General questions: Rebecca Rothwell, rebecca.rothwell@ecy.wa.gov or 360-810-0025.

Where can I find the most current information and resources for this grant opportunity?

Our [Shoreline Planning Competitive Grants](#)² webpage and [Shoreline Planners Toolbox](#)³ webpage will provide the most current grant information and resources.

Is a local match required?

No local match is required.

What if multiple local jurisdictions want to collaborate on a project?

Applying under a single proposal will often be the best course for partnership efforts that involve multiple jurisdictions collaborating on a project. It will reduce redundancies, administrative time, and cost. For cooperative projects, the partnering jurisdictions will need to identify a lead entity that will apply for and manage the grant. Participating jurisdictions will often establish interlocal agreements to formalize roles and expectations amongst partners. In some cases, local governments other than the lead agency will become sub-recipients of funds.

Is the \$250,000 maximum award per applicant or per project?

The maximum award possible is \$250,000 per application. This cap applies to all applications, including those proposed by a lead government entity for a collaborative, multi-jurisdictional project.

Can we combine Shoreline Planning Competitive Grant funds with other funding sources?

Yes. Applicants in this situation should briefly explain in the project narrative how their proposal is part of a larger effort. The remainder of your application will focus only on work you will complete using Shoreline Planning Competitive Grant funds. Importantly, your tasks, task deliverables, and budget must be specific to work you will be accomplishing with Shoreline Planning Competitive Grant funds. For example, Shoreline Planning Competitive Grant funds

¹ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Contacts>

² <https://ecology.wa.gov/About-us/Payments-contracts-grants/Grants-loans/Find-a-grant-or-loan/Shoreline-planning-competitive-grants>

³ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

could be requested to complete the sections of a climate change impacts study that focus on shoreline issues (e.g., flooding, public access, drought and riparian ecosystem health) while other sections of the climate change impacts study are completed using other funding sources.

I have two separate project ideas. Should I submit two applications or consolidate the projects into one proposal?

Both approaches can work, and the best path will depend on several factors. Applicants considering two or more distinct project ideas are encouraged to contact their regional shoreline planner for advice on submitting one or two applications. Our goal is to make the application process as efficient as possible for local governments. A few considerations are:

- One application can include multiple tasks that are not directly connected. For example, a local government could propose a project to complete an SMP user guide and create new application materials under a single application. Each task will have its own goal, deliverables, cost, coordinator, etc.
- Two separate applications may be desirable when one of the two project ideas may lower the overall score of an application based on the evaluation criteria.
- Two separate applications may be desirable when different project teams will complete the work.

What type of support will Ecology provide for projects?

Our goal with this grant program is to work with local governments throughout the lifecycle of these projects to support your efforts and learn how we can improve the program. We will help connect you to other resources like subject matter experts, published documents, case studies, mapping tools, data, and additional funding opportunities. Ecology regional shoreline planners can advise you on project development and will provide technical and logistical support for funded projects.

Ecology has dedicated staff working in the following areas that will be able to provide additional support to grantees working on these topics:

- SMP compliance feedback loops or other SMP monitoring and adaptive management efforts
- Consideration of climate impacts in the shoreline jurisdiction
- Public access to shorelines
- Channel migration zone studies

Can a jurisdiction apply multiple years in a row?

The grant program uses biennium funding that is available on a two-year cycle. If the Shoreline Planning Competitive Grant Program continues, receiving an award during the 2023-25 biennium would not preclude a community from applying for and receiving funds in future grant cycles. Previously awarded applicants could apply for funding for a new project or to advance work completed using 2021-23 program funds.

Will there be an opportunity for Ecology to provide applicants with feedback on draft proposals?

There is no formal process for giving applicants feedback on draft proposals. However, our goal is to help all local governments address local priorities for shoreline management. Applicants are encouraged to contact their Ecology regional shoreline planner early in the process with their proposal idea to get advice on developing a strong application.

Is Ecology targeting the grant toward coastal communities?

Ecology is not targeting any particular communities with the grant program. While sea level rise planning is available only to communities with marine shorelines, other eligible project categories are available to all towns, cities, and counties with an SMP. We strongly encourage applications from all eligible jurisdictions and have adjusted our evaluation scoring to prioritize communities with small populations and those located in central and eastern regions in order to promote project distribution across the state.

What is environmental justice, and how will it be scored?

Ecology is trying new strategies to integrate environmental justice into the work we do, including the administration of grant programs.

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This includes addressing disproportionate environmental and health impacts by prioritizing vulnerable populations and overburdened communities, equitably distributing resources and benefits, and eliminating harm.

The Shoreline Planning Competitive grant has seven evaluation criteria and a possible maximum score of 75 points. Environmental justice is one of the criteria and is worth up to 10 points. All applicants have the opportunity to demonstrate consideration of environmental justice through the use of mapper tools and a narrative. Communities unable to score the points based on mapped information can still get partial points for demonstrating they reviewed mapper tools and through a narrative describing why their community is overburdened and/or how the proposal will benefit an overburdened subpopulation.

You might have questions about how environmental justice relates to your project. We encourage you to participate in one of our pre-application workshops where we will discuss connections between environmental justice and shoreline planning projects. Check out additional resources on our [Shoreline Planners Toolbox](https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox)⁴ webpage.

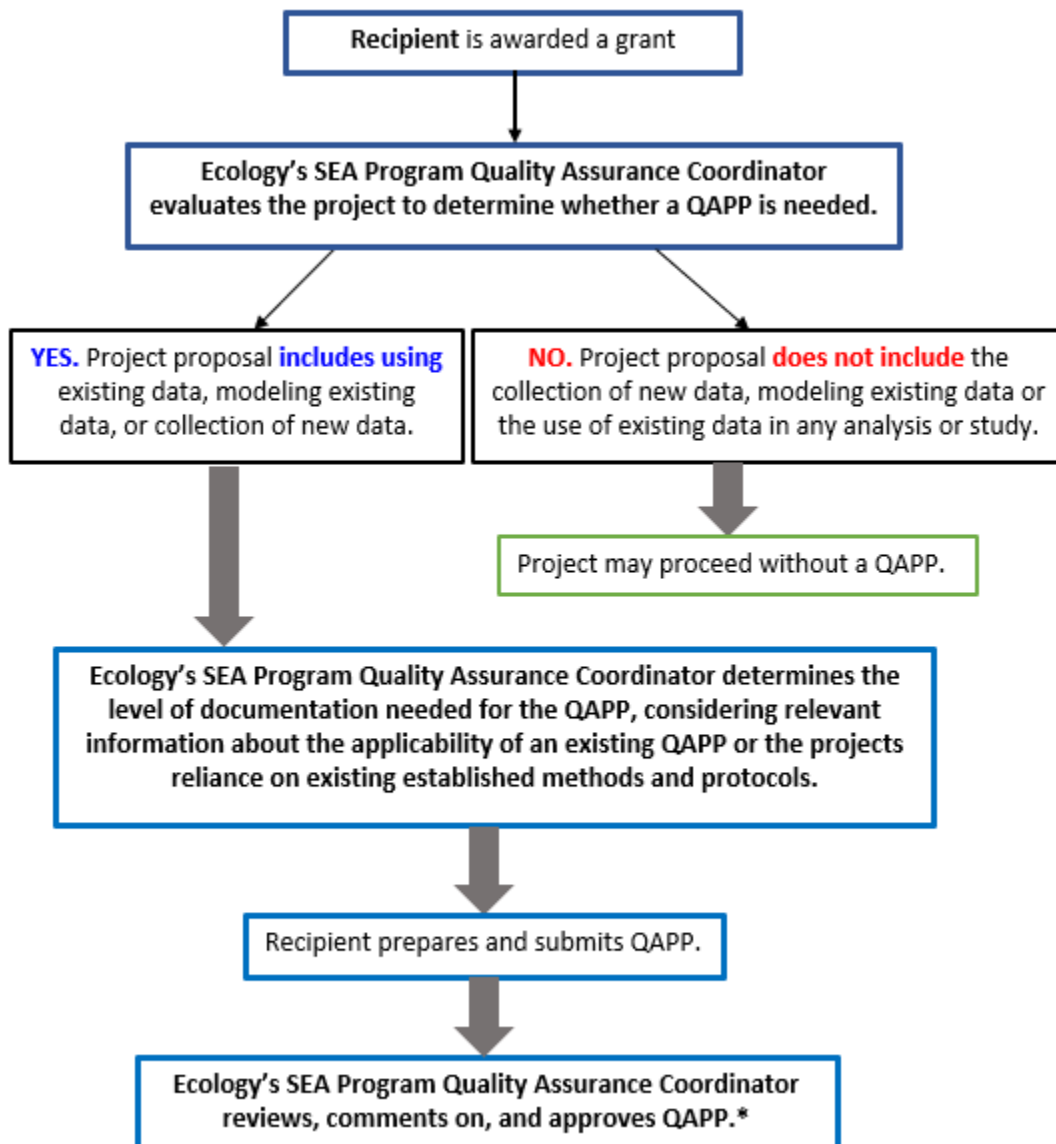
Quality Assurance Project Plan (QAPP) questions

Will a Quality Assurance Project Plan (QAPP) be required for all projects?

Not necessarily, but a review of each project will be necessary to determine whether a QAPP will be required. **We recommend that all applicants plan for a QAPP within their project budget and timeline.**

⁴ <https://ecology.wa.gov/Water-Shorelines/Shoreline-coastal-management/Shoreline-coastal-planning/Shoreline-planners-toolbox>

Figure 1. Flow chart for QAPP determination and review and approval process



*Note that the review process is iterative. Ecology reviews the draft QAPP and provides comments to the recipient. The recipient addresses comments and resubmits the revised QAPP. Ecology reviews the revised QAPP and provides additional comments or approves.

Any project that collects, uses, or models conditions based upon new or existing data will need to complete a QAPP. Projects that do not include any of the above (e.g., new web page development, creation of an educational resource like a pamphlet) do not require QAPP documentation. Refer to the flow chart below to see how Ecology will determine whether your project will need a QAPP and how the review and approval process will occur.

In determining the level of documentation needed for the QAPP, consider the four scenarios below. The level of documentation increases as you move down this list.

- Project uses **existing** data sources with established methods or protocols **without modification**.
- Project collects **new** data following an established method or protocols **without modification**.
- Project collects **new** data or uses **existing** data following an established method or protocols **with modification**.
- Project collects **new** data or uses **existing** data following a new or unique method or protocols.

What are the roles and responsibilities for QAPP development and approval?

The **Ecology SEA Program Quality Assurance Coordinator (QA Coordinator)** will review the project to determine whether a QAPP is needed and document the decision. If a QAPP is not required, send an email to the recipient to document that decision. If a QAPP is required, the QA Coordinator will review the draft QAPP, return comments to QAPP authors for revision, review QAPP revisions; and approve the final version. The QA Coordinator will provide technical support to recipients when drafting the QAPP and enlist Ecology staff with expertise on the subject or the Agency QA Officer for additional input when needed.

The **Ecology Project Manager (PM)** works with SEA Program Quality Assurance Coordinator to determine what level of documentation is necessary and commensurate with the project scope and budget. The Ecology PM will also review the draft QAPP and sign the final, approved QAPP.

The **Recipient** will develop the QAPP as an initial step in their project workplan. The recipient drafts the QAPP or hires a contractor who will draft the QAPP as part of their project scope; and submits a draft QAPP to the Ecology Project Manager and SEA Program's Quality Assurance Coordinator for review. The recipient or contractor will revise the draft QAPP based on comments from Ecology. When the QAPP is approved, the recipient will gather signatures from all relevant parties on the project and submit a final, signed copy to the Ecology Project Manager. The approved QAPP will be uploaded to EAGL (as a deliverable).

Where can I find more information on Quality Assurance in general or QAPPs specifically?

A QAPP is intended to ensure that projects that collect or analyze environmental data develop plans for field, laboratory, and analytical activities that meet quality standards appropriate to the goals and scope of the specific project. Ecology Policy 22-01 requires the development of QAPPs for all projects performed by Ecology or Ecology grantees, contractors, or loan recipients who acquire or use environmental data. We also have [Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies](#) which presents detailed guidance on preparing a QAPP with supporting information that you may find helpful. Our agency [Quality Management Plan, 2020: Washington State Department of Ecology](#) is also a useful resource.

Our quality assurance framework and documents are based on policies and guidance from the U.S. Environmental Protection Agency. For more information on QAPPs, see Ecology's web page [Quality assurance for NEP grantees – Washington State Department of Ecology](#). Note that this web page is focused on the National Estuary Program. However, much of the information there is useful in the context of QAPPs and is applicable to all grant programs that generate or use environmental data, including the Shoreline Planning Competitive Grant Program.

How should I budget for the cost and time to prepare a QAPP?

The level of documentation needed will depend on the type of existing quality assurance documentation available, and the complexity of the data collection, analysis, or study outputs, so the time and cost associated with preparing a QAPP will vary.

The QAPP lists the objectives of the study/activity; identifies the data needed to achieve those objectives; and describes the sampling, measurement, quality control, and data assessment procedures needed to obtain the data. The size and complexity of the QAPP will be cost effective and in proportion to the magnitude of the study.⁵

In general, Ecology recommends that you allocate at least 5% of the overall project cost for a budget estimate. It can take approximately 8 to 16 weeks to develop a QAPP, depending on the complexity of the project. For example, if your Channel Migration Study and Mapping project has an overall budget of \$200,000 and you have a moderately complex project using various sources of existing data and field verification, you may want to budget \$10,000 and 12 weeks for your QAPP development.

Application and agreement questions

I'm trying to register in EAGL, but I don't see the name of my organization. What should I do?

Check with other members of your organization to see if your organization is already registered to use EAGL. If your organization is registered, you will want to sign up for a Secure Access Washington (SAW) account, and an EAGL User Account, in the role of Authorized Official. The EAGL user registration will prompt our EAGL system admins to reach out to you to ensure you are correctly assigned to your organization. If your organization is not already registered, you will register for SAW and EAGL User Accounts, but there will be more requirements to registering your organization.

For more information on setting up Secure Access Washington (SAW) and EAGL accounts, check Ecology's [Grants and Loans](#)⁶ web page.

I'm trying to apply for the Shoreline Planning grant in EAGL, but I don't see the funding opportunity. What should I do?

Only Authorized Officials (EAGL permission role) can view and apply for funding opportunities for their organization.

⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/0403030.html>

⁶ <https://www.ecology.wa.gov/About-us/How-we-operate/Grants-loans>

After you register as the Authorized Official, select “View Available Opportunities” on the EAGL Welcome Page. That link will take you to the “My Opportunities” Page. Type “Shoreline Planning” or “Shoreline” in the Document Instance text field, select the Filter button and the **SEASPC-23-25** funding opportunity will appear.

EAGL is a form and process system, and the activities a person can perform are based on an assigned system role. Each member of an organization must have their own separate SAW and EAGL accounts. Organization member roles to consider and assign are as follows:

- **Authorized Official** – Allows a user to manage organization information; assign organization user roles; initiate, edit, and submit applications, payment requests, amendments, and reports.
- **Contractor** – Allows a user to initiate and edit applications but cannot submit an application on the organization’s behalf.
- **Recipient Project Manager** – Allows a user to edit applications and initiate and submit payment requests and progress reports.
- **Recipient Financial Officer** – Allows a user to initiate and submit payment requests and progress reports.
- **Writer** – Allows a user to edit applications and subdocuments throughout the life of the grant.
- **Reader** – Allows a user to only view applications and reports. (Note: An **Authorized Signatory** is not a designated role in EAGL, but the Authorized Signatory must have their own separate SAW account and be registered to use EAGL for the Organization’s Authorized Official to add them to their Organization. In addition, this is what triggers the system to add signature blocks to the agreement. We suggest the **Authorized Signatory** be assigned in the role of **Reader**, so that they do not receive all of the EAGL system-generated email notices.)

What if more than one signatory needs to sign the grant agreement?

The primary signatory, which EAGL refers to as the Authorized Signatory, must register with SAW and EAGL. The Authorized Signatory should be the individual who is primarily responsible for authorizing and signing the agreement and amendments.

Once you select the Authorized Signatory from a drop-down list on the Recipient Contacts form, you can add more signatories in the fields on the bottom of the Recipient Contacts form. Enter the name and title of each additional signatory. Press the Save button to save your work and add rows, as necessary.

Does the EAGL application represent the agreement itself, or will a separate agreement need to be created and signed?

The EAGL application becomes the agreement; a separate agreement is not needed.

After an application is selected for funding, Ecology’s Project Manager/Regional Planner will negotiate the draft agreement with the applicant. During the negotiation process, changes can be made to the Recipient contacts, scope of work tasks, budget, and Deliverable Due Dates forms.

The Ecology Financial Manager will prepare a draft agreement in the EAGL format and once approved by all parties, will send a final agreement to the grant Recipient for signature, using DocuSign.

After the agreement has been fully signed, the Financial Manager will upload the final signed agreement in EAGL and change the status to Executed. Then a fiscal analyst in our Fiscal Department will process it and change the status to Active and the project can move forward.

What percentage of the total cost can we charge to grant administration?

Applicants can charge a maximum of 15% to project/grant administration (Task 1).

Is a formal grant amendment required to shift the task budgets?

It is important to establish an accurate budget during the agreement negotiation process and stay within budget during the grant.

Ecology allows up to a 10% deviation of the total grant amount to shift between tasks. For example, for a \$10,000 grant, up to \$1,000 can be shifted between tasks without requiring a formal amendment. Please note the overall grant amount will not increase.

EAGL will allow a deviation to occur once or twice, but the Ecology Financial Manager may require a formal amendment to realign the task budgets (showing the credit/debit of actual task expenditures) before submitting the final payment request / progress report (PRPR) and closing the grant.

Payment Request/Progress Report (PRPR) questions

How often can PRPRs be submitted?

Recipients are required to submit progress reports once per quarter and should not submit them more often than once per month. Payment requests are not required with each progress report. We encourage you to watch [Ecology's 10-minute PRPR video](https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8BmI4b96dKa-%20HHPVPWkuWuPNiU4nCO90).⁷

How is grant money disbursed to recipients?

Shoreline Planning Competitive Grants are reimbursement grants. Recipients must submit backup documentation, such as copies of consultant invoices and payroll records or signed timesheets, as well as progress reports, with each payment request. Funding must be generally aligned with work progress (i.e., no work progress, no reimbursement). As stewards of public funds, Ecology's objective is to assure that funds spent align with work accomplished.

How much detail do we need to provide to invoice for staff time? How much detail is needed to invoice for work completed by a consultant?

The recipient should include as much detail as possible for both staff and consultant hours and costs. For example, in the table below the item category shows salaries/benefits. Under item description, the staff's work completed, hours worked, and hourly rate are shown. The payee is

⁷ <https://www.youtube.com/watch?v=Lbl7gzh6pgA&index=3&list=PL8BmI4b96dKa-%20HHPVPWkuWuPNiU4nCO90>

the staff person's name. Overhead/indirect must be on a separate line. Ecology allows overhead/indirect up to 30 percent of staff salaries and benefits.

Each PRPR must have backup documentation such as receipts, invoices, timesheets, payroll records, and meeting and travel expenses uploaded to EAGL. It is best to scan and upload the PRPR supporting backup documentation in the order it is entered in EAGL, making the review and reconciliation process much easier and quicker for your Project Manager and Financial Manager.

Table 1. Example of the detail needed for staff and consultant hours and costs.

Task title	Item category	Item description	Payee	Invoice #	Date incurred start	Date incurred end	Amount
Project oversight	Salaries / benefits	Negotiate agreement – 10 hours @\$50/hr	Jane Smith	Payroll	07/01/2021	09/30/2021	\$500
Project oversight	Overhead / indirect	30% overhead/ indirect	Jane Smith	Payroll	07/01/2021	09/30/2021	\$150
						TOTAL	\$650

Does EAGL automatically send quarterly PRPR reminders?

Currently, EAGL does not send automatic reminders. It is the responsibility of the recipient to understand when the PRPRs are due and comply with these requirements. Ecology's Project and Financial Managers may send reminder notices.

PRPRs are due 30 days after the end of the quarter.

- The January - March PRPR is due by April 30.
- The April - June PRPR is due by July 30.
- The July - September PRPR is due by October 30.
- The October - December PRPR is due by January 30.

Close-out questions

When are final PRPRs due?

The grant agreement expires on June 30, 2025. Ecology cannot extend the grant expiration date and grant funds.

Final PRPRs, payment request backup documentation, scope of work deliverables, and the Recipient Closeout Report are due within 30 days of the June 30, 2025, expiration date, or July 30, 2025. The final reimbursement must show work completed on or before June 30, 2025.